

2 April 1958

MEMORANDUM FOR:

[REDACTED]  
A/DD/A (I&S)

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SUBJECT: Security Briefings

With the able assistance of [REDACTED] I have now completed a survey of the security briefing given by personnel from your office to new employees of the Agency. This was undertaken because several reliable new employees have stated that these briefings were inadequate and unsatisfactory.

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It is our conclusion that this criticism is fundamentally correct. The following observations are pertinent:

1. That the briefings are now given by three men, [REDACTED] [REDACTED] None of them has succeeded in dramatizing properly the main objectives of the briefing. [REDACTED] seemed to handle the problem better than the other two.
2. The material presented in the briefing does not support the purposes which the briefing should achieve. It should be recognized that, in a briefing of this sort, detailed security information cannot be taught or learned and that the one purpose the briefing can serve is to make the new employee extremely security conscious and aware of the necessity of learning security regulations.
3. On one subject concerning which this briefing could be effective, namely, the position an Agency employee may take in private life with respect to employment in the Agency, the briefing is inadequate and confusing. The employee cannot reconcile advice to be secretive about where he works among his social contacts with advice that he may give the name of a CIA personnel officer to stores from which he wants personal credit.
4. Another point of the type that can be made in such briefings, namely, the Agency's permission must be had for taking university courses, joining discussion groups, etc., is not well made.

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5. The distracting demonstration of passing around a safe lock does not achieve any positive value. The actual technique of closing a safe is not shown.
6. The effort to recite particular security regulations is not appropriate in a meeting of this kind and loses all force after the first two or three regulations have been explained.
7. No briefing is given on the negative aspects of security, pointing out, for example, that denials of knowledge are often as illuminating as affirmative statements.
8. Much unnecessary information is given in the briefing, including some information which the employees have no need to know and which might be of value to someone seeking to penetrate the Agency, as for example:
  - a. The number of safes we have and the number of buildings we occupy in Washington.
  - b. The fact that all MP safes start the combination to the left and all others to the right.
  - c. The fact that security violations consisting of open safes are most frequent before week-ends, before holidays, and when people are hurrying away at night.
9. The discussion of penalties for security violations makes the whole matter sound relatively unimportant.

Recommendation

It is recommended that the entire briefing procedure be reviewed; that one man be selected and trained to give this briefing; that more visual aids be employed; and that the briefing be oriented exclusively toward creating a security consciousness and not toward giving security instructions.

Stuart Hedden  
Inspector General

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Distr: Orig&1-add  
2-signer  
1-ER  
1-DD/A

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